# Complimentary Office Services RESOURCE CENTER

Staffed with Resource Center Representatives

### Computer Access

- Internet
- · Microsoft Word
- Corel WordPerfect
- Typing Tutorial
- WinWay Resume program
- · Job information programs



- Self-Assessment Information
- Daily & Sunday
   Newspapers
- Videos
- · Pamphlets/Booklets
- · Books
- Telephones
- Facsimile
- Copy Machine
- Typewriter
- Television with earphones



? Assistive Technology for people with disabilities

### BIG ISLAND WORKPLACE CONNECTION

One-Stop Partners
Together...Serving You!

Alu Like, Inc.

Department of Human Services

Department of Vocational Renabilitation & Services for the Blind

Hawaii Community College

Hawaii County Economic Opportunity Council

Hilo Community School for Adults

Mauí Economic Opportunity, Inc.

Office of Housing & Community Development

Senior Employment Program

Unemployment Insurance

Workforce Development Division
It is the policy of the Department of Labor and Industrial Relations that no person shall on the

It is the policy of the Department of Labor and Industrial Relations that no person shall on the asis of race, color sex, martial status, religion, cred. ethnic origin, national origin, age, disability ancestry, arrest/court record, sexual orientation, and National Guard participation be subject to iscrimination, excluded from participation in, or denied the benefits of the department's services, programs activities, or employment.

Auxiliary aides and services are available upon request.

Please call Charles Kunz at 808-974-4131 (voicemail), 808-586-9974 (TTY),
Lori Sasaki at 808-327-4797, or 1-888-569-6859 (TTY neighbor islands).



Hawaii County
Workforce Investment Board's

## BIG ISLAND WORKPLACE CONNECTION

"Community Networking for a Quality Workforce"

Hilo Connection

1990 Kinoole St. Hilo, HI 96720 Ph: 808-981-2860, Fax: 808-981-2880

Kona Connection

74-5565 Luhía St.
Bldg. C, Bay 4
Kailua-Kona, HI 96740
Ph: 808-327-4770, Fax: 808-327-4774

Honoka'a Connection

P.O. Box 1609 Honoka'a, HI 96727 Ph: 808-775-8884, Fax: 808-775-8888

### Benefits to Employers:

### Big Island Workplace Connection:

### Benefits to Job Seekers:

- 1. Instant access to qualified job seekers
- 2. Minimizes or eliminates interviewing of unqualified or incompatible applicants
- 3. Meet labor needs and utilize potential employees without expense and liability
- 4. Substantial savings of costs incurred during new employees training period
- 5. Opportunities to promote business, train prospective employees, and for in-house training at company's convenience
- 6. Greatly reduces company training costs and strengthens company capacity
- 7. Professional support for worksite managers and supervisors
- 8. Opportunities for distance meetings, training, and interviewing
- 9. Helps determine pay rates and recruitment strategies

- 1. Local, State and National Job Listings
- 2. Prescreening of applicants to job openings, along with Assessment and Aptitude Testing
- 3. Paid Work Experience and Internship Programs for eligible applicants
- 4. On-The-Job Training program opportunities 50% wage reimbursement to employers hiring eligible applicants
- Employment-related Workshops and Training Videos
- 6. Occupational Training Programs upgrading skills of current and new employees
- 7. Qualified Counselors to assist you
- 8. Video Conferencing and Conference Rooms
- 9. Job Information Programs:
- · Career Kokua
- (Hawaii Center Information Delivery System)
- · O-NET
- (Occupational Information Network)
- ·HILDA
- (Hawaii Information Labor Data Analysis)

- 1. Optimum choices of employment opportunities
- 2. Greatly enhances employment matches and reduces interviews by measuring strengths, interests and targets
- 3. Affords actual work experience, income and references
- 4. Allows less experienced individuals to compete with more qualified applicants
- 5. Increases job search skills, tools and information through group and self-paced learning
- 6. Develops specific job skills through training opportunities with certified training vendors
- 7. Personalizes job search assistance
- 8. Enables local, state or national interviews through video conferencing
- 9. Access to labor market information, pay rates, growth trends by industry or occupations, etc.

